



Checklist for visa application | Tourism (individuals and members of ADS Group)

旅游签证申请适用于短期个人旅游申请和团体旅游

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

签证申请应由申请人本人递交（包括婴儿及儿童），以下文件必须提交：

- For every document, you must provide the original and one copy.
每一项资料，您都必须提供原件及一份复印件。
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
文件需要（或翻译为）以荷兰语，英语，法语或西班牙语呈现。
- The documents submitted will not be returned. Only the travel document will be returned.
提交的所有文件将不会退还。只有护照会被退还。

1. Application 签证申请表

1.1 A completed and signed Schengen [visa application form](#).

一份填写完整并签字的[申根签证申请表](#)。

- Yes 提供
- No 未提供
- Remarks 备注

2. Travel Documents 护照

2.1 A passport or other travel document.

护照或旅行证

- Yes 提供
- No 未提供
- Remarks 备注

2.2 A copy of all pages of the passport.

一份包含护照所有页面的复印件。

- Yes 提供
- No 未提供
- Remarks 备注

Please note:



请注意：

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.

您的护照必须在您本次离开申根区域后至少 3 个月内仍然有效。

- Your passport or travel document must have at least 2 empty visa pages.

您的护照必须有至少 2 页空白的签证页。（不包括备注页）

- Your passport or travel document cannot have been issued more than 10 years ago.

您护照的签发日期不能早于 10 年前。

2.3 Chinese nationals: copy of all pages of “Hukou” (no translation).

中国籍申请者需提供：户口所有页面的复印件（无需翻译）

Yes 提供

No 未提供

Remarks 备注

3. Evidence of legal residence 合法的居留证明(仅适用于外籍申请人)

3.1 Proof of legal residence in the country you are applying from, e.g. a passport, visa or residence permit and a copy of a work permit (if applicable). Residence permit should be valid for at least 3 months after departure from Schengen.

您在申请递交所在国家的合法居留证明，如：护照，签证或居留许可和一份工作许可的复印件（如适用）。居留许可应在您离开申根地区之日后至少 3 个月仍然有效。

Yes 提供

No 未提供

Remarks 备注

4. Photo 照片

4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance. See: [photo guidelines](#).

一张符合荷兰护照要求的证件照。照片需为近 6 个月内拍摄并且必须与本人明显一致。具体要求请参照[照片指导](#)。

Yes 提供

No 未提供

Remarks 备注

5. Proof of travel 旅行相关材料



Note: make travel reservations which you can cancel, in case your visa request will be refused.
注意：请预订可取消的旅行行程，以防您的签证申请被拒绝后造成不必要的损失。

5.1 Flight reservation: round-trip reservation.

机票预订单：往返的机票预定

- Yes 提供
- No 未提供
- Remarks 备注

5.2 For minors (under 18 years of age): student card and original letter of the school, mentioning:

未成年申请者（18岁以下）：学生证和学校证明信原件，并显示以下信息：

- full address, telephone number of the school
学校完整的地址，电话号码
- permission for absence
是否批准缺席
- name and function of the person giving the permission
批准人的姓名及职能
- notary certificate of family relation or proof of guardianship, legalized by the Ministry for Foreign Affairs
经过外交部认证的亲属关系公证书或监护关系证明公证书
- when the minor is travelling alone or only with one parent: notary certificate of permission to travel from both parents or legal guardians, legalised by the Ministry of Foreign Affairs, and when not in China, attested by the relevant authorities in the country of residence.
当未成年申请者独自旅行或同父母一方出行还需提供：经过外交部认证的由父母双方或监护人签署的旅行许可公证书；当父母不居住在中国时，应由驻居住国的相关当局开具证明。

- Yes 提供
- No 未提供
- Remarks 备注

5.3 Proof of accommodation for the whole duration of the intended stay.

Travel programme: documents providing clear evidences about the applicant's travel programme (transportation booking, itinerary, etc.)

住宿证明，涵盖整个停留期。旅行计划：能够清晰的表明申请人的出行目的（出行的交通预订、行程单等）

- Yes 提供
- No 未提供



Remarks 备注

5.4 Proof of solvency of the applicant: bank statements from the last 3 months, no deposits account.

申请人支付能力证明：近三个月银行流水，非存款证明

Yes 提供

No 未提供

Remarks 备注

For employees:

在职人员应提供：

- a sealed copy of the business license of employing company.
一份盖章的公司营业执照复印件
- a letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning:
一份由申请人雇佣单位出具的证明信（英文，或中文附英文翻译），需用公司正式信头纸开具，加盖公章，负责人签名，日期并显示以下信息：
 - address, telephone and fax numbers of the company
公司的地址，电话，传真号码
 - the name and position in the company of the countersigning officer
签署人员的姓名及职位
 - the name of the applicant, position, salary and years of service
申请人的姓名，职位，工资及在职年限
 - approval for leave or absence
是否批准休假

Yes 提供

No 未提供

Remarks 备注

For retired persons: proof of pension or other regular income.

退休人员应提供：退休工资或其他固定收入

Yes 提供

No 未提供

Remarks 备注

For unemployed persons:

无业人员：



- If married: letter of employment and income of the spouse and notary certificate of marriage, legalised by the Ministry for Foreign Affairs.
已婚应提供：配偶的工作单位证明及收入证明，由外交部认证的婚姻关系公证书
- If single/divorced/widow/widower: any other proof of regular income.
单身/离异/丧偶需提供：其他固定收入证明

- Yes 提供
- No 未提供
- Remarks 备注

6. Proof of health insurance 医疗保险

6.1 The insurance policy has been taken out in your name.

保单被保险人为申请人本人

- Yes 提供
- No 未提供
- Remarks 备注

6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

保险适用于整个申根地区并覆盖全部申请停留期间

- Yes 提供
- No 未提供
- Remarks 备注

6.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

保险应涵盖门诊、住院以及因生病或死亡而送返回国的费用，承保金额不得低于 3 万欧元。

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

如果您的保险公司无法提供关于此项的正式条款，您应该为本次旅行另外购买提供以上医疗保险项目的保险。

- Yes 提供
- No 未提供
- Remarks 备注

7. Visa 有效签证（仅针对在申根区有过境目的的申请者）



7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

有效签证，居留许可或护照，允许您在访问申根地区后进入您的最终目的地。

- Yes 提供
- No 未提供
- Remarks 备注

8. Payment 支付凭证

8.1 Payment of the visa fee.

签证费支付凭证

- Yes 提供
- No 未提供
- Remarks 备注

请注意以下事项：

- You will not have your passport in your possession during the process of the visa application.
在签证申请过程中，使领馆将保留您的护照，并且不能借出。
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
根据上述的材料清单，如果提交不完整的申请材料可能会导致您的签证申请被拒绝。
- In case of refusal, visa fees are not refundable.
如果被拒签，签证费不予退还。

List of documents to be presented by visa applicants from China according to the Commission Implementing Decision of 22-10-2014 by the European Commission, in conformity with the list of supporting documents.

从中国递交签证申请的材料清单根据欧盟委员会 22-10-2014 委员会实施决议提出，符合证明材料清单。